



**City of Long Beach
Poll Worker Training
Primary Nominating Election
April 13, 2010**

Note about training location

- This is a secure facility!
 - Do not use your cell phone!
 - Do not wander around the building!
 - Do not leave class early!

WELCOME

- Thanks for volunteering!
- What's on the ballot?
- New this time:
 - Write-in candidates
 - Red box divider
 - New Provisional Envelope
 - Loyalty oath has changed color

Keep it simple!!

- Long Beach elections may sometimes SEEM complicated
 - It's not about knowing what to do, it's about following directions!
 - Everything you need to know is in your materials.
 - Important items are usually labeled with directions!

Keep it simple!!

- Elections aren't ALWAYS simple!!



Keep it simple!!

- The 3 R's: Relax, Reflect, READ
 - Relax
 - Don't panic.
 - Take a deep breath!
 - Reflect
 - Is this situation something you've seen or done before?
 - READ
 - Look at your materials—are there clear instructions for that situation?
 - If you still don't understand, CALL!!
 - It is better to be correct than quick!!

Inspectors: Before Election Day

- Contact your polling place to ensure entry on Election Day
 - Find out who is letting you in
- Call all members of your team to make sure they know where/when to arrive
- Expect a call from your precinct coordinator—trade cell phone #'s

Problem? Cancellation? Call us! (562) 570-6101

Inspectors: Before Election Day



ELECTION BUREAU

12-Nov-09

CITY OF DEPARTMENT

333 W. OCEAN BLVD., LONG BEACH

Attention Inspectors:

Please do not make additions, substitutions, or fill vacancies due to cancellations or "no shows" without prior authorization from the City of Long Beach Election Bureau. Unauthorized workers will not be compensated. Report vacancies to:

(562) 570-5012 or (562) 570-5103

DEAR [REDACTED]

Thank you for offering to serve as a Precinct Officer for our upcoming election, Tuesday, December 29, 2009. You are assigned to precinct 3850047C, located at:

LINCOLN ELEMENTARY SCHOOL

AUDITORIUM

1175 E 011TH ST, LONG BEACH 90813

YOU MUST RESERVE A SEAT.

As a Precinct Officer for this election, you are required to take a Precinct Worker Training Class on Friday, December 18, 2009. Please see the enclosed flyer for class information. Only those assigned to work on this election day will be allowed to attend the class. Please do not invite persons who are not assigned by our election staff to attend training as they will not be compensated.

Below is the entire list of Precinct Officers serving on your Board:

Inspectors: Before Election Day

- Pick up your Inspector Box after class
 - 2750 E. Wardlow—Building 50
 - Take Cherry to Wardlow, go EAST on Wardlow.
 - Look for sidewalk sign
 - Map included with appt. letter.
- Have room for the supply box and 3 voting booths in your car.

Something missing? Call us! (562) 570-6101

Inspectors: Before Election Day

- Check supplies right away!
 - Use list on inside cover of supply box
 - Note that you will only have one box of ballots—if you need more, call Precinct Coordinator
 - Call BEFORE you run out!
- Be sure precinct numbers match
- Check VBM list and mark names not already marked.

Something missing? Call us! (562) 570-6101

Polling Place Set Up

- Visit BEFORE Election Day.
 - Know where it is and how you're getting there!
- Set up early if possible (get permission first!)
 - Set up booths, interior polling place signs, etc.
 - DO NOT set out ROSTER, VBM LIST, INDEXES OR BALLOTS!!!!

Election Day



Arrive by 6:30 a.m.

Display Parking Pass



Prepare to Open Polls

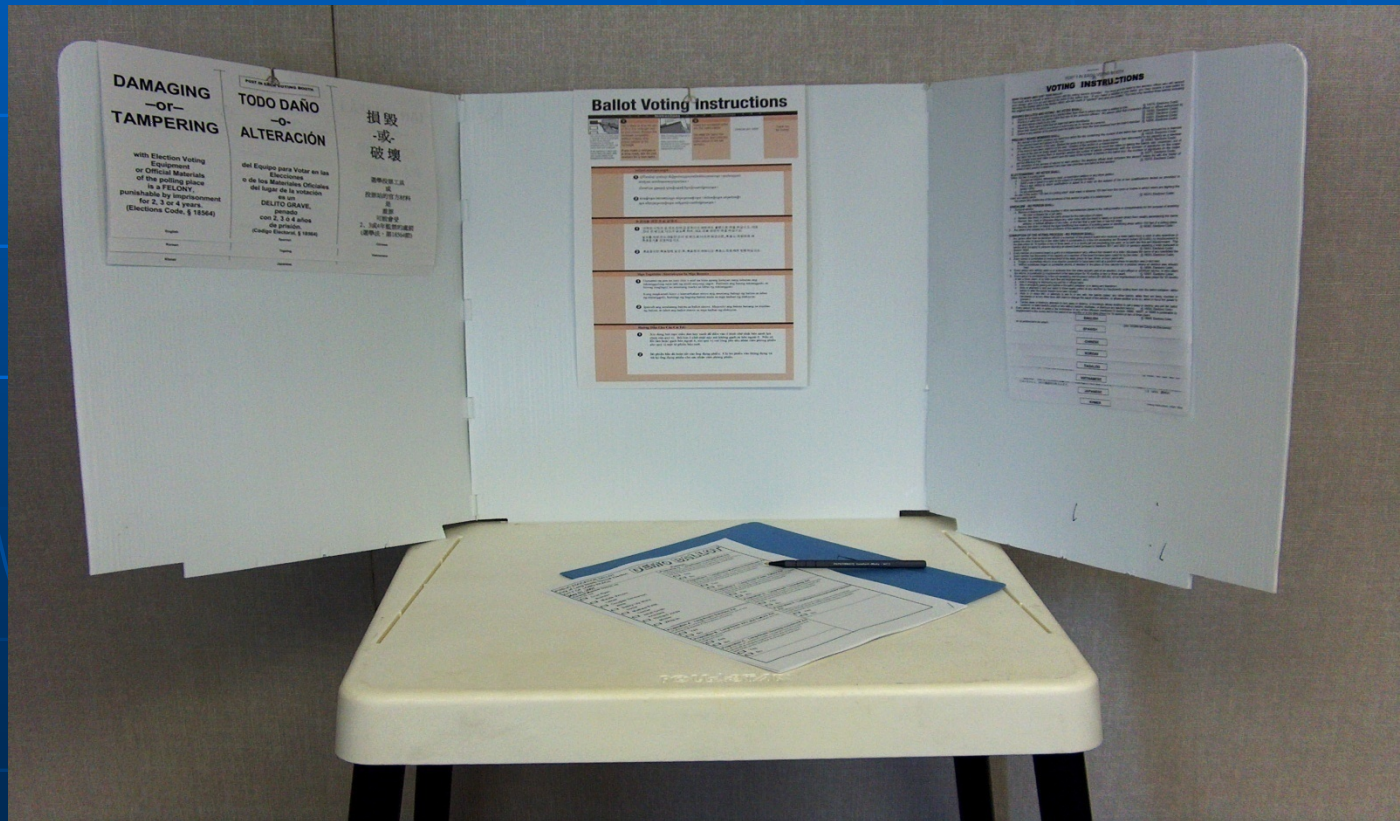
**REFER TO STEPS OUTLINED IN
Pollworker Materials**

- All Board Members must work together to set up
- Unpack supplies
- Display the flag and polling place signs outside
- Display informational posters inside
- Set up voting booths

Prepare to Open Polls

Setting up your booths

- Keep privacy and traffic flow in mind
- Be sure voting instructions are posted



Prepare to Open Polls

Setting up your booths

- Accessible booth assembly

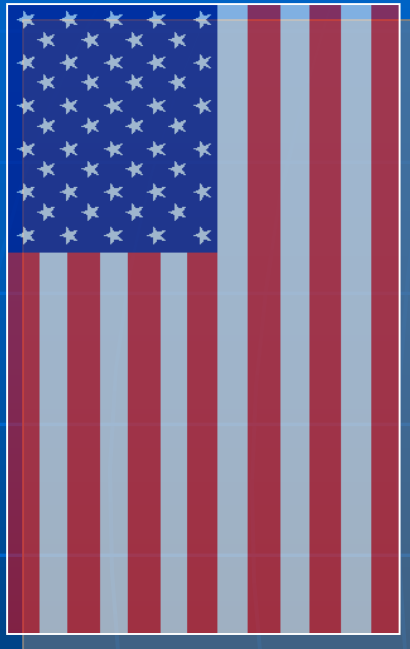


Prepare to Open Polls

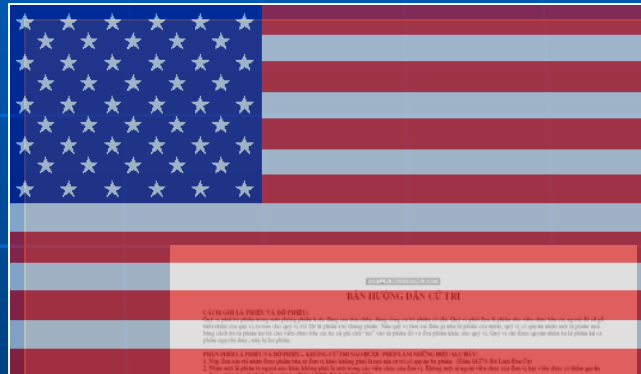
Setting up your table:

- Street index
- Roster of Voters
- Tally Card
- Vote-by-Mail list
- Official ballots and secrecy folders
- Stationery supplies
- List of Qualified write-in candidates
- Provisional Envelopes
- Demo Ballots
- Sample Ballots
- Voter w/Disability forms
- Ballot box

Post Flag, Roster and Signs



Los Centros Electorales Cierran a las 8:00 PM



BAN HƯNG DÂN CỬ TRƯ

(CÁI LÂN VÀ PHÂN BỐ CỬ TRƯ)

1. Tổng Giám đốc Ban Hưng Dân Cử Trư (Ban Hưng Dân Cử Trư) là cơ quan đầu mối chỉ đạo, điều hành và quản lý các hoạt động của Ban Hưng Dân Cử Trư.

2. Ban Hưng Dân Cử Trư có nhiệm vụ:

- a) Tổ chức và điều hành các hoạt động bầu cử.
- b) Quản lý và phân bổ các khu vực bầu cử.
- c) Kiểm tra và giám sát các hoạt động bầu cử.
- d) Tuyên truyền và giáo dục cử tri.
- e) Tiếp nhận và xử lý khiếu nại, tố cáo.
- f) Phối hợp với các cơ quan chức năng.

3. Ban Hưng Dân Cử Trư có quyền:

- a) Đề nghị các cơ quan chức năng hỗ trợ.
- b) Yêu cầu các cử tri tuân thủ quy định.
- c) Phạt vi phạm quy định.

4. Ban Hưng Dân Cử Trư có trách nhiệm:

- a) Đảm bảo tính công bằng, minh bạch.
- b) Bảo vệ quyền lợi của cử tri.
- c) Đảm bảo an ninh trật tự.

5. Ban Hưng Dân Cử Trư có thẩm quyền:

- a) Quyết định các vấn đề liên quan.
- b) Ban hành các văn bản.

6. Ban Hưng Dân Cử Trư có quyền:

- a) Mời cử tri tham gia.
- b) Mời cử tri làm nhiệm vụ.

7. Ban Hưng Dân Cử Trư có quyền:

- a) Mời cử tri làm nhiệm vụ.
- b) Mời cử tri làm nhiệm vụ.

8. Ban Hưng Dân Cử Trư có quyền:

- a) Mời cử tri làm nhiệm vụ.
- b) Mời cử tri làm nhiệm vụ.

9. Ban Hưng Dân Cử Trư có quyền:

- a) Mời cử tri làm nhiệm vụ.
- b) Mời cử tri làm nhiệm vụ.

10. Ban Hưng Dân Cử Trư có quyền:

- a) Mời cử tri làm nhiệm vụ.
- b) Mời cử tri làm nhiệm vụ.

Procedimiento de derechos de los votantes

1. El elector debe ir a su centro de votación.
2. El elector debe presentar su documento de identidad.
3. El elector debe recibir su boleto de votación.
4. El elector debe ir a su cabina de votación.
5. El elector debe marcar su voto.
6. El elector debe entregar su boleto de votación.
7. El elector debe recibir su recibo de votación.

កម្រិតនៃការបោះឆ្នោត

1. អ្នកបោះឆ្នោតត្រូវតែទៅបោះឆ្នោតនៅកន្លែងបោះឆ្នោត។
2. អ្នកបោះឆ្នោតត្រូវតែបង្ហាញស្លាកសម្គាល់សញ្ជាតិ។
3. អ្នកបោះឆ្នោតត្រូវតែទទួលបានស្លាកបោះឆ្នោត។
4. អ្នកបោះឆ្នោតត្រូវតែទៅបោះឆ្នោតនៅកន្លែងបោះឆ្នោត។
5. អ្នកបោះឆ្នោតត្រូវតែដាក់ស្លាកបោះឆ្នោត។
6. អ្នកបោះឆ្នោតត្រូវតែដាក់ស្លាកបោះឆ្នោត។
7. អ្នកបោះឆ្នោតត្រូវតែដាក់ស្លាកបោះឆ្នោត។
8. អ្នកបោះឆ្នោតត្រូវតែដាក់ស្លាកបោះឆ្នោត។
9. អ្នកបោះឆ្នោតត្រូវតែដាក់ស្លាកបោះឆ្នោត។
10. អ្នកបោះឆ្នោតត្រូវតែដាក់ស្លាកបោះឆ្នោត។

NO SMOKING

QUIET PLEASE

Accessible Entrance

ផ្លូវចូលបាន

Лối Vào Dành Cho Xe Lăn

MAGAGAMIT NA PASUKAN

Entrada Accessible

Prepare to Open Polls

- When setting out/posting materials, be sure to keep access in mind:
 - Don't post items where they can't be seen
 - Don't place items on the table where they can't be used by voters

Prepare to Open Polls

- **Inspectors: administer oath to Election Officers and have each board member sign roster**
 - Payroll/loyalty oath page is **salmon** color now!
- **Assign positions—rotate periodically**
- **Complete name badges and wear all day**
- **REMEMBER! A majority of your board must be present at all times!**

Bilingual Election Officers

Wear it proudly!

VOTE **VOTO** 投票 ГОЛОСОВАНИЕ

Print First Name

I Speak: _____
Language(s)

投票 BUMOTO BỎ PHIẾU 투표 رای

გამომცემი

Street Index

Supplies should contain 3 copies!

- Post near entrance to polling place—where you can see it!
- Keep two copies at desk
- Draw line through voter's name on both desk copies when announced
- Rotate door copy every hour until 6 p.m.
- Update index from door after rotation

Announce:
“The Polls are Now Open!”



7:00am Sharp!

Processing the 1st Voter

- Allow voter to verify that ballot box is empty
- Seal box—close outside flaps before putting seals on sides.
- Box MUST remain sealed until polls are closed (and white box is sealed)!
- Lay box flat on table.

Why are you
here?

**YOU ARE HERE TO
SERVE THE VOTER**

Serving the voter

Be Courteous and Patient

- Be Courteous
- Be Patient
- Be Professional
- Be Sensitive

Ballots

- Ballot is the same as past elections:
 - Voters use pen, no machines to set up!
- Remove stub and hand to the voter when they've finished
- Use secrecy folders
 - Folders don't go in ballot box!
 - Folders ensure privacy and make voters more comfortable.

Processing Standard Voters

- Greet voter (Remember why you're there! SMILE!)
- Voter states name and address
- Locate name in Roster (Ask for other possible combinations)
- Voter signs Roster
- Mark index rosters
- Hand voter ballot, blue secrecy folder and pen.
- Direct voter to voting booth

Processing Standard Voters

- Does any voter need to show ID at the polls?
- NO.
 - Under certain limited circumstances, voters may be required to show ID under Federal law. Voters do not need to show ID for city elections.

Processing Standard Voters

- When voter is finished voting member of precinct board shall:
 - Ensure voter has removed ballot stub
 - Drop ballot in box (remember to keep the box right side up!)
 - Issue “I Voted” sticker to voter
 - Mark tally sheet
 - REMEMBER TO MARK TALLY SHEET ONLY WHEN BALLOT IS ISSUED FROM YOUR SUPPLY!

Tally Sheet

Precinct No: _____

TALLY CARD

SME 04-07-2009

[/] Mark-off ONLY when a ballot is issued from your Ballot Supply.

1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	20	1	2	3	4	5	6	7	8	9	30	1	2	3	4	5	6	7	8	9	40	1	2	3	4	5	6	7	8	9	50
51	2	3	4	5	6	7	8	9	60	1	2	3	4	5	6	7	8	9	70	1	2	3	4	5	6	7	8	9	80	1	2	3	4	5	6	7	8	9	90	1	2	3	4	5	6	7	8	9	100
101	2	3	4	5	6	7	8	9	110	1	2	3	4	5	6	7	8	9	120	1	2	3	4	5	6	7	8	9	130	1	2	3	4	5	6	7	8	9	140	1	2	3	4	5	6	7	8	9	150
151	2	3	4	5	6	7	8	9	160	1	2	3	4	5	6	7	8	9	170	1	2	3	4	5	6	7	8	9	180	1	2	3	4	5	6	7	8	9	190	1	2	3	4	5	6	7	8	9	200
201	2	3	4	5	6	7	8	9	210	1	2	3	4	5	6	7	8	9	220	1	2	3	4	5	6	7	8	9	230	1	2	3	4	5	6	7	8	9	240	1	2	3	4	5	6	7	8	9	250
251	2	3	4	5	6	7	8	9	260	1	2	3	4	5	6	7	8	9	270	1	2	3	4	5	6	7	8	9	280	1	2	3	4	5	6	7	8	9	290	1	2	3	4	5	6	7	8	9	300
301	2	3	4	5	6	7	8	9	310	1	2	3	4	5	6	7	8	9	320	1	2	3	4	5	6	7	8	9	330	1	2	3	4	5	6	7	8	9	340	1	2	3	4	5	6	7	8	9	350
351	2	3	4	5	6	7	8	9	360	1	2	3	4	5	6	7	8	9	370	1	2	3	4	5	6	7	8	9	380	1	2	3	4	5	6	7	8	9	390	1	2	3	4	5	6	7	8	9	400
401	2	3	4	5	6	7	8	9	410	1	2	3	4	5	6	7	8	9	420	1	2	3	4	5	6	7	8	9	430	1	2	3	4	5	6	7	8	9	440	1	2	3	4	5	6	7	8	9	450
451	2	3	4	5	6	7	8	9	460	1	2	3	4	5	6	7	8	9	470	1	2	3	4	5	6	7	8	9	480	1	2	3	4	5	6	7	8	9	490	1	2	3	4	5	6	7	8	9	500
501	2	3	4	5	6	7	8	9	510	1	2	3	4	5	6	7	8	9	520	1	2	3	4	5	6	7	8	9	530	1	2	3	4	5	6	7	8	9	540	1	2	3	4	5	6	7	8	9	550
551	2	3	4	5	6	7	8	9	560	1	2	3	4	5	6	7	8	9	570	1	2	3	4	5	6	7	8	9	580	1	2	3	4	5	6	7	8	9	590	1	2	3	4	5	6	7	8	9	600
601	2	3	4	5	6	7	8	9	610	1	2	3	4	5	6	7	8	9	620	1	2	3	4	5	6	7	8	9	630	1	2	3	4	5	6	7	8	9	640	1	2	3	4	5	6	7	8	9	650

If you have marked-off 150 ballots, before 4:00 PM, call your Precinct Coordinator for more ballots IMMEDIATELY.

Spoiled Ballots

- How many ballots is each voter allowed?
 - Each voter may spoil 2 ballots—the 3rd one better be good. Make sure this is clear!
- Spoiled ballots go in white box
- Total number of spoiled ballots entered on ballot statement AND white box label

Vote-by-Mail Voters

Voter drops off ballot:

- Confirm that envelope is properly filled out and signed!
- Ballot Clerk drop envelope in ballot box.

Vote-by-Mail Voters

Voter completes
and signs here

VOTER: READ STATEMENT, SIGN AND DATE BELOW
I have not applied for an absentee/vote by mail ballot from any other jurisdiction for the same election.
I declare under the penalty of perjury that the foregoing declarations are, to the best of my knowledge and belief, true and correct.

MARKED OFFICIAL BALLOT ENCLOSED – to be opened only by canvassing board.

Signature (Do NOT Print) Power of Attorney not accepted.

X

Print Name: _____

Residence Address: _____

City and Zip Code: _____

Date of signing: _____

If the voter is unable to sign, he/she may make a mark witnessed by one person: _____

Signature of Witness: _____

Sign Here

Voter must sign and complete in his/her own handwriting in order for the ballot to be counted.

THIS BOX FOR LB CITY CLERK ELECTION OFFICIAL USE

Voter I.D #: _____ DEO Initials 1: _____
DEO Initials 2: _____
DEO Initials 3: _____

AV Trans #: _____

☐ No signature/Mismatch signature ☐ AV not issued
☐ No Info/Incomplete data ☐ Not registered
☐ Empty/No ballot enclosed

VOTER: Enclose in this envelope only your voted absentee ballot.
WARNING – VOTING TWICE IS A FELONY

IMPORTANT – Complete below ONLY if this ballot is hand delivered to the Elections Official or to a polling place on election day by someone other than the voter.
Due to illness or physical disability, I designate the following person to return my ballot for me:

Print Name of Person Returning Ballot: _____ Signature of Person Returning Ballot: _____

Relationship: (circle one) spouse, child, parent, grandparent, brother, sister, or person residing in same household.

Vote-by-Mail Voters

Has ballot but no envelope:

- Use purple envelope provided in supplies.
- Voter completes and signs

Purple VBM Envelope:

PLEASE SIGN REVERSE SIDE
OF ENVELOPE OR YOUR
BALLOT WILL NOT BE
COUNTED. POWER OF
ATTORNEY NOT ACCEPTED.



CITY OF LONG BEACH

AV REPLACEMENT RETURN ENVELOPE

ABSENTEE BALLOT RETURNED TO THE POLLING PLACE

VOTER DID NOT HAVE ISSUED RETURN ENVELOPE

Provisional Ballots

- Voter must use a provisional ballot when:
 - His/Her name is not on the official roster of voters
 - His/Her name appears on the list of vote-by-mail voters sent by the Long Beach City Clerk and voter does not have ballot to surrender

Processing Provisional Voters

- Voter does NOT sign roster
- Poll worker enters name of provisional voter in **PINK provisional roster**.
- Voter completes and signs right portion of envelope
- Poll worker completes left portion
- Pollworker issues ballot; voter votes
- Voter places ballot in **PINK envelope** and seals
- Ballot clerk places envelope in ballot box
- Issue provisional receipt

Processing Provisional Voters

- Questions or problems?
 - Remember the 3 R's!!
 - Relax: take a deep breath
 - Reflect: are you sure this voter is a provisional voter?
 - READ: The envelope has easy-to-follow instructions!

Provisional Roster

PROVISIONAL VOTER BALLOT LOG & VOTE BY MAIL BALLOT DROP-OFF LOG



- List all "Provisional Ballot Voters" on the Pink Provisional Ballot Log. The Line No. should correspond with the Line Number you wrote on the voters provisional receipt. This list is mandatory.
- A voter who wishes to drop off a Voted or Un-voted (*must be sealed in the original mailer*) Ballot, may do so. Ask the voter if they will sign the Voted and Un-voted Ballot Log.


New Provisional Envelope: Front

LB City Clerk Election Official Use ONLY	
<input type="checkbox"/> COUNT	<input type="checkbox"/> NO COUNT
Reason:	
Voter I.D. No:	
Operator 1 Initials:	Operator 2 Initials:
Status:	
Registered Precinct No.:	Current Precinct No.:
Ballot Type:	Ballot Type:
Vote-By-Mail Issued Date:	
Vote-By-Mail Returned Date:	
Roster Check:	
Registered Precinct #:	
Voter Signed?: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

POLLWORKER – COMPLETE THIS SECTION
Precinct No:
Provisional Log Line No:
Check A Box:
<input type="checkbox"/> Voter's Name Not In Roster
<input type="checkbox"/> VBM Voter – No Ballot To Surrender
<input type="checkbox"/> New Voter
Comments:
Pollworker's Name:

City of Long Beach
PROVISIONAL BALLOT ENVELOPE
(VOTING TWICE IS A FELONY)

VOTER - COMPLETE AND SIGN

First Name	M.I.	Last Name	
*Current Resident Address		City	State Zip
*NOTE: IF, NO STREET ADDRESS, describe where you live (Cross streets, route, N, S, E, W, or landmark.)			
Date moved into Current Resident Address:			
IF YOU HAVE MOVED SINCE YOU LAST REGISTERED:			
Previous Resident Address		City	State Zip
Birth Date:	Birth Place:		
I am a citizen of the United States:		YES <input type="checkbox"/>	NO <input type="checkbox"/>
I am 18 years or Older:		YES <input type="checkbox"/>	NO <input type="checkbox"/>
CA License or ID:	-OR-	SS# Last 4 digits:	
Daytime Phone # (Optional):			
<input checked="" type="checkbox"/> Voter Declaration: I declare under penalty of perjury that I reside at the address listed above; I have NOT previously voted in this election, either by Vote-By-Mail or at any other polling place. I declare I am a U.S. citizen, a resident of California, not in prison or on parole for the conviction of a felony, and at least 18 years of age at the time of this election.			
			
Voter's Signature (as Registered)		Today's Date	

Provisional Envelope: Back

Emergency Voter - The stamp area to the right is for the purpose of identifying votes cast under the provisions of Election Code(s):

14402.5 – Poll Hours Extended

14313 – State of Emergency

Only a Stamp provided by THE ELECTION OFFICIAL may be used for this purpose.

Emergency Voter
Stamp ONLY

Pollworker Easy Steps to follow:

- 1- Voter fills out RED portion of this envelope.
- 2- Pollworker fills out GREEN portion of this envelope.
- 3- Print voter's name on page in Provisional Voter Ballot Log.
- 4- Issue a ballot.
- 5- Voter inserts voted ballot into this envelope and seals envelope.
- 6- Pollworker reviews envelope for completeness and deposits into Ballot Box.
- 7- Pollworker issues Provisional Receipt to voter.



Provisional Voter Receipt

POLLWORKER	
Please fill in the spaces below and give to voter.	
If you would like to know if your Provisional Ballot was counted, please call the City Clerk's Office, no sooner than 14 days after the election and provide this reference number.	
Precinct #	Pink Roster Page Line #

Provisional Voter Receipt

You have been asked to vote a provisional ballot for one of the following reasons:

1. Your name is not on the official Roster of Voters.
2. Our records show that you requested an Absentee Ballot that you do not have with you to surrender to a Pollworker. If you did not vote an Absentee Ballot, OR we did not receive it, your provisional ballot will be counted.

Your ballot will be counted if the City Clerk's Office and the County Registrar's Office establishes your eligibility to vote.

MC Elections
01/2004

Please review
Provisional Ballot
procedures found in the
“What to Do If” Guide

VBM Voter

Wants to vote at polls:

- Voter surrenders unvoted VBM ballot
- Write “surrendered” on ballot and place in **WHITE BOX**.
- Line through “VBM” in roster and write “VAP”
- Voter must sign roster and is issued ballot—process voter as normal

VBM Voter

Does not have ballot to surrender:

- Voter must vote a provisional ballot
- No exceptions!
 - Assure voter that provisional WILL count if they did not return VBM ballot.

Write-in votes

- We have write-in candidates in Council Districts 7 and 9.
- The next few slides discuss several DOs and DON'Ts for the write-in process
- REMINDER: City poll workers must be STRICTLY neutral

Write-in votes DOs and DON'Ts

- DO: If asked, provide list of qualified write in candidates
- DON'T: Announce to voters that there are write-in candidates in this election—only give write-in candidate list if asked.

Write-in votes DOs and DON'Ts

- DO: If asked on how to vote for write-in candidates, refer voters to instructions on the ballot stub.
- DON'T: Forget to be EXTRA vigilant about checking voting booths for write-in candidate list, pens, flyers, etc.

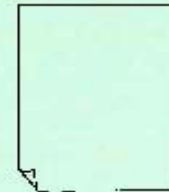
Write-in votes DOs and DON'Ts

- DO: Separate ALL write-in ballots at the end of the night and place them on top of stack of voted ballots in **Red Box**.
- DON'T: Forget to place the divider in between the ballots with write-in votes and those without.

Write-in divider

THIS DIVIDER

- Place all Ballots in order:
Face up, with Lower Left Corner cut together.
- Separate "Write-In" ballots from "Standard" ballots.
- Place all Standard (non Write-In) ballots on bottom of stack.
- Place THIS DIVIDER on top of Standard ballots.
- Place "Write-In" ballots on top of THIS DIVIDER.
- Place completed "Ballot Statement" from roster (Red Print) on top of "Write-In" ballots.
- Have all Board Members sign "Red Box Seal" and seal the Red Box.



THIS DIVIDER

Corrections and Cancellations

- Use **BEIGE** sheet in roster
- Used to update voter file
- DO NOT make corrections on roster pages

Voters with disabilities / Assisted Voters

- BE SENSITIVE TO
VOTERS' NEEDS!
- Remember why
you're there!



Assisted Voters: Assistance in polls

- Voter may be assisted in voting booth if unable to mark ballot
- Complete **GREEN SHEET** in roster
- Up to two persons may assist
- Anyone assisting a voter **MUST** sign assisted voter list.

VWD Forms

- Assisted voter list \neq VWD form
- All assisted voters do not need to complete VWD form.
- Use VWD form ONLY when voter can not enter the polling place.

VWD Forms

- If needed, follow instructions on BACK of form.
- Completed forms go in **GREEN stripe** envelope
- VWD form used only if voter is unable to enter polling place
- Reminder: Roster NEVER leaves polling place.

VWD Form

- Remember: VWD forms are for voters who cannot enter the polling place.
- Why? Because roster can never leave the polling place.
- Instructions on back of form

“VOTER WITH DISABILITY” FORM

(For Voting **OUTSIDE Polling Place** by “Voter with Disability”
(EC §14282(c).))

VOTER – Complete & Sign

Voters NAME: _____
(Print)

Voters ADDRESS: _____

Voters CITY/ZIP: _____
(city) (zip)

➤ “I certify that I am a voter with a disability, and I am unable to enter the polling place to vote.”

(Voters Signature, as registered)

PRECINCT OFFICER USE ONLY

PRECINCT NO: _____ ROSTER LINE NO: _____

(Date)

(Precinct Officers Signature)

◀ **Procedures on Reverse Side** ▶

Inspector: Place completed form in GREEN STRIPE envelope

Electioneering

- Electioneers must be at least 100' from the front door.
- No campaign material in precinct—shirts, buttons, etc.
- Avoid confrontation! Be polite.
- Call Precinct Coordinator if problems arise.
- Exit polls must be 25' away

Poll Watchers

- Read **YELLOW** brochure
- ANYBODY can be an observer!!
- Offer **YELLOW** brochure to observers and point out poll watcher poster
- Observers may inspect roster and indexes, but observers **MAY NOT** TOUCH roster or interfere with voting process.

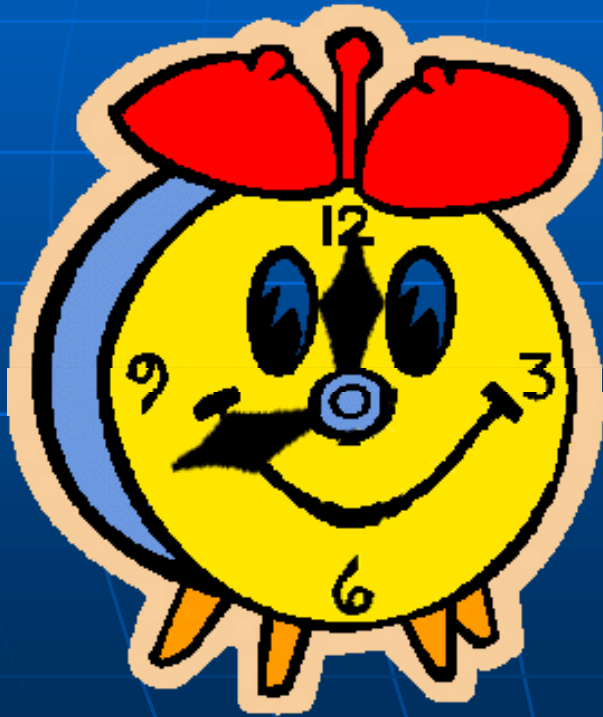
Closing Procedures

- At 8:00 p.m. sharp announce:
“The polls are now closed”

- Voters in line at 8:00 PM may still vote!

- Persons arriving after announcement may not vote

- Follow the steps described in the Pollworker Guide



Closing Procedures

- Two people begin breaking down polling place—don't forget items outside (flag and signs)
- Two people begin reconciliation of ballot materials.

Closing Procedures

Reconciliation:

- Clear table
- Gather the following items:
 - Ballot box
 - Roster of voters
 - **Pink** Provisional Roster
 - Clear Ballot Security Envelope
 - **Green Stripe** Envelope
 - **White Box** and **White Box Seal**
 - **Red Box** and **Red Box Seal**

Closing Procedures

White Box:

- Follow instructions on White Box Seal
- Count spoiled ballots and enter total on Line 4 of Ballot Statement and on White Box Seal
- Return spoiled ballots to White Box

Closing Procedures

White Box:

- Follow instructions on White Box Seal.
- Fill out seal completely. Note that number of UNUSED ballots also goes on Ballot Statement.
- All unused ballots and used pad stubs go into White Box
- Voters keep "ballot stubs" you keep "pad stubs".

Closing Procedures

White Box:

- Surrendered VBM ballots go in the White Box.
- Spoiled ballots also go into White Box.
- When all items are accounted for and placed inside, seal box with White Box Seal.

Closing Procedures Voted Ballots

- Break seal and open ballot box

**DO NOT BREAK SEAL
UNTIL WHITE BOX
IS SEALED**

Closing Procedures

Voted Ballots

- After **WHITE BOX** is sealed, you can break seal on ballot box.
- Remove voted VBM envelopes
DO NOT OPEN ENVELOPES!
- Count voted VBM ballots and enter total on line 8 of Ballot Statement and on front of Ballot Security Envelope

Closing Procedures

Voted Provisional Ballots

- Remove **PINK** envelopes from Ballot Box

DO NOT OPEN ENVELOPES!

- Enter total on Line 5 of Ballot Statement and on front of clear Ballot Security Envelope
- All provisional voters should be listed
in Pink Provisional Roster

Closing Procedures

Voted Precinct Ballots

- Remove voted precinct ballots from ballot box
 - Be sure all stubs have been removed
- Count ballots
- Enter total on Line 2 of Ballot Statement.
- Put ballots in **Red Box.**

Closing Procedures

Write-in Ballots

- Check all ballots for write-in candidates.
- Separate ANY ballots with write-in choices. (Even if it's Mickey Mouse.)
- Place write-ins on the top of your pile. (Use green ballot divider.)
- Pile goes in **RED BOX.**

Closing Procedures

- Complete the Ballot Statement as you close.

- Read each line and fill in the blanks.

NOTE:
Enclose the **WHITE** copy of this inside the **"RED BOX"**

Enclose the **YELLOW** copy of this in the self-addressed **"YELLOW ENVELOPE"**, and mail it Election Night, before going home. **DO NOT GO TO CHECK-IN CENTER WITH "YELLOW" COPY.**

TOTAL BALLOTS ASSIGNED →

BALLOT STATEMENT		CERTIFICATE OF PACKAGING & SEALING
1. TOTAL BALLOTS RECEIVED →	1. <input type="text"/>	← "RED BOX" CONTAINS VOTED BALLOTS from the Ballot Box
2. NUMBER OF VOTED BALLOTS → <u>IT DOES NOT INCLUDE "VOTE BY MAIL" BALLOTS OR PROVISIONAL BALLOTS</u>	2. <input type="text"/> Enter this # on top of Red Box, also.	
3. NUMBER OF UNUSED BALLOTS →	3. <input type="text"/>	← "WHITE BOX" CONTAINS Unused Ballots And Spoiled/Voided Ballots
4. NUMBER OF SPOILED BALLOTS →	4. <input type="text"/>	
PLACE IN THE "BALLOT SECURITY ENVELOPE" ITEMS 5 AND 8		
5. NUMBER OF PROVISIONAL BALLOTS (Quantity issued from Polling Place ballots) →	5. <input type="text"/>	← VOTED PROVISIONAL BALLOTS
6. TOTAL OF BOXES (2,3,4 & 5) (This figure must agree with Box No. 1) →	6. <input type="text"/>	
7. TOTAL NUMBER OF SIGNATURES IN THE ROSTER (Number should agree with #2 above) If there is a difference between items 2 & 7, please explain below: Explain:	7. <input type="text"/>	
8. TOTAL VOTED "VOTE BY MAIL" BALLOTS RECEIVED (Includes VBM ballots put into Provisional Envelopes) →	8. <input type="text"/>	← RETURNED VOTED "VOTE BY MAIL" BALLOT
9. TOTAL WRITE-IN BALLOTS IN RED BOX →	9. <input type="text"/>	
AFTER COMPLETING BALLOT STATEMENT, FILL OUT AND SIGN CERTIFICATION OF PRECINCT BOARD TO THE RIGHT →		

CLB-BS/COPS 2008

Closing Procedures

Ballot Statement

- If Ballot Statement does not balance, recheck twice.
- If still out of balance, write "DOES NOT BALANCE" in explanation area
- Complete and sign the Certification of the Precinct Board on the front of the Roster of Voters

Closing Procedures

Ballot Statement

- Remove white and yellow copies of Ballot Statement/Certificate of Packaging and Sealing
- White copy goes in **Red Box**
- **Red Box** Seal signed by all board members
- **Red Box** sealed with **Red Box** Seal

Closing Procedures Continued:

- Place **YELLOW** copy of Ballot Statement/Certificate of Packing & Sealing into **Yellow Envelope** and MAIL that night.



Closing Procedures

Clear Ballot Security Envelope

- Contains:
 - Voted provisional ballots (Pink Envelopes)
 - Voted VBM ballots (Purple Envelopes)

Closing Procedures

Green Stripe Envelope

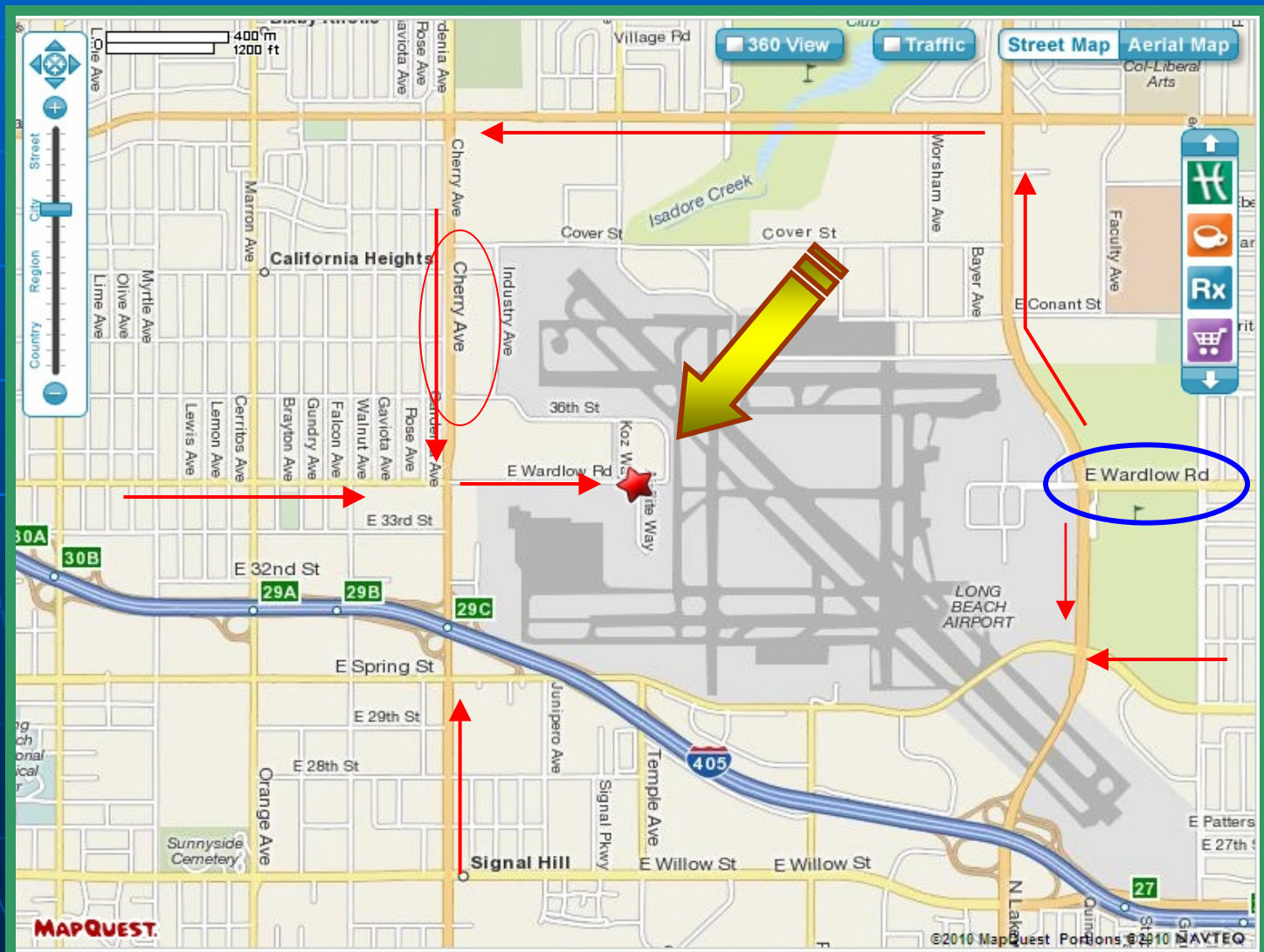
- Contains:
 - Roster of voters
 - Pink provisional roster
 - Street Indexes
 - VBM list
 - Completed VWD forms (if any)
 - Tally Sheet
 - Clear Ballot Security Envelope

Closing Procedures Supply Box

- Contains everything EXCEPT:
 - **Red Box**
 - **Yellow Envelope**
 - **Green Stripe Envelope**

Check-in Center

- Take Cherry to Wardlow
- East on Wardlow (2750 E. Wardlow)



We're almost done....

- Remember the 3 R's!!
 - Relax
 - Reflect
 - READ
- Call if you have questions or problems!
 - Help is a phone call away!!

We're almost done....

■ Questions?

**THANK
YOU!**

Good Luck on 4/13

